



Admissions Policy (September 2028 entry)

Adopted by the Governing Body: September 2026

School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St Bede's Inter-Church School is a joint Church of England/Roman Catholic foundation, and its purpose is to serve Church of England and Roman Catholic families who live within travelling distance of the school. The school also welcomes pupils from committed Christian families of other denominations and from families of other faiths or no faith.

The governing body of St Bede's Inter-Church School is the admissions authority for the school. This means that the governing body sets and applies the admissions policy for the school. All decisions regarding the admission of children into the school are made by a sub-committee of the governing body.

For admission into Year 7 each September, the Local Authority, on behalf of the governing body, will offer places to 180 children. This is the Published Admission Number (PAN) for that year group. If more than 180 applications are received, then the oversubscription criteria will be applied to determine priority for places. If your child is not offered a place, you have the right of appeal and details of how to appeal can be obtained from the school after the 1st March. A waiting list for places is maintained by Cambridgeshire County Council for any student who has not been offered a place but still wishes to be considered during the first term of Year 7.

Any child with an Education, Health and Care Plan (EHCP) where St Bede's has been cited as the named school will be admitted.

All preferences will be treated equally, but priority will first be given to Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order¹, together with children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.²

After this, applications will be ranked according to the school's oversubscription criteria in the order stated below:

1. Children of members of staff, providing that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
2. Children from Church of England / Roman Catholic families who are baptised or otherwise recognised as a full member of the Anglican / Roman Catholic Church and whose status is confirmed as such by their priest or minister.

3. Children from families belonging to other Churches that are members of 'Churches Together in England', the 'Evangelical Alliance' or 'Partner Churches of Affinity' whose membership status is confirmed^{iv} as such by their priest, minister or elder.
4. Children from families who belong to any other world faiths and whose status is confirmed^v as such by their spiritual leader.
5. Any other children

Within each of the above categories, priority ranking will be given to a) children who have a sibling¹ in the school at the time of admission into the school, then b) to children who attend St Alban's Catholic Primary School in Cambridge and St Laurence's Catholic Primary School in Cambridge, and then c) to children who live nearest to the school by straight line distance^{vii} from their home address².

In the event of a tie for the 180th place, then lots will be drawn for the place by a person who is independent of the admissions committee. If the tie is between twins or multiple birth siblings, then all will be admitted to the school.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the school. Parents should submit a Common Application Form, available from their child's primary school or from the LA Admissions Team, no later than 31st October. Offer letters will be issued by the LA in March. Late applications (those submitted between November and September) will be handled by the LA Admissions Team.

For full information about the process, formal definitions of terms used in this Admissions Policy and support with individual queries about admissions applications, please visit the [Cambridgeshire County Council Admissions](#) website (three pages in total).

Children of UK Service Personnel (UK Armed Forces) or Crown Servants

When returning from a posting abroad an official letter detailing the relocation may be substituted for a home address until confirmation is received.

All parents wishing to apply under the school's religious criteria (2/3/4) must also complete the Supplementary Information Form (SIF), available from the school's website: <https://www.stbedes.org.uk/parents-and-carers-hub/admissions/>. This must be returned directly to the school on or before the LA application deadline or, for mid-phase applications, at the same time as the school's application form is submitted.

¹ Sibling is defined as a child either living in the same home or blood related but living at a different address.

² Distance to school is measuring a straight line from the reference point of the home address to the reference point of the school. As determined by OS AddressBase Premium.

Any child who is refused a place at the school has a right of appeal to an Independent Appeals Panel. The panel is made up of three people who are independent of the governing body and the local authority. They will take into consideration all the circumstances of the case put before them, and any decision they make is binding on the governing body and the parents concerned. Any parent wishing to appeal should put their case in writing to Cambridgeshire County Council using the following website:
<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals>.

Admissions of children outside their normal age group

A request may be made for a child to be admitted outside their normal age group, for example if the child has experienced prolonged health problems.

Any request should be made in writing to the headteacher of the school at the same time as the admission application is made. A decision will be made based on the individual circumstances and always in the best interests of the child. The school will consider the views of parents and will consult with medical professionals, the local authority, as appropriate.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made by contacting the school directly.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the school's waiting list which will be maintained for the duration of the school year.

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school has committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocol. Accordingly, outside the normal admission round, the admission authority is empowered to give absolute priority to a child where admission is requested under the protocol. The admissions authority has this power even where admitting the child would mean exceeding the published admission number.

The Admissions Authority reserves the right to withdraw the offer of a place, or where the child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

¹ A looked after child is a child who is in the care of a local authority in England or is being provided with accommodation by a local authority in England in the exercise of their social services functions. ² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. ⁴ In the event of a tie-break between applicants with a sibling at the school, priority will be given where there is the smallest age gap in calendar days between the applicant's date of birth and the date of birth of the youngest sibling at the school. ⁵ A child's "home address" refers to the address where the child usually lives with a parent or carer, and where they sleep overnight. This must be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week. If you use another address to give the impression that your child lives at a different address to their home address, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; this will be considered a fraudulent application. If we are aware of a parental dispute affecting the application, the admissions authority may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.